

**ISLAMI BANK BANGLADESH LIMITED**

**OPERATION WING**

**SAFETY & SECURITY DEPARTMENT**

**HEAD OFFICE : ISLAMI BANK TOWER, 40, DILKUSHA C/A(8<sup>th</sup> FLOOR), DHAKA**

**Phone: 9563040 Ext-182, Mobile:01730 785 996, E-mail: [mhahmed@islamibankbd.com](mailto:mhahmed@islamibankbd.com)**

**NOTICE INVITING TENDER FOR PROVIDING SECURITY GUARDS FOR ATM  
BOOTHS/OTHER ELECTRONIC BOOTHS.**

ISLAMI BANK BANGLADESH LIMITED invites sealed Tenders from reputed Bangladeshi Security Service Companies to provide 2175(Two thousand one hundred seventy five) Security Guards for guarding 725(Seven hundred twenty five) ATM Booths/IDM/Service Center and other Electronic Booths of Islami Bank Bangladesh Limited all over the country as and when required basis under the following terms & conditions:

1. **Name of work:** Sealed Tenders are hereby invited by Islami Bank Bangladesh Limited from reputed Security Services Provider Companies to provide 2175(Two thousand one hundred seventy five) Security Guards for guarding 725(Seven hundred twenty five) ATM Booths/other Electronic Booths of Islami Bank Bangladesh Limited all over the country as and when required basis for a period of 02(Two) years i.e. from 01-01-2016 to 31-12-2017.
2. **Eligibility:**
  - a) The Company must have minimum 5(five) years experience of providing security guards to ATM Booths/IDM/Service Center and other Electronic Booths.
  - b) Existing deployment of minimum 300(Three hundred) security guards for guarding minimum 100(One hundred) ATM Booths/other Electronic Booths of schedule Banks in Bangladesh(Bank's certificate must be attached)
  - c) The company must have registered office and own Training Center for training of the security guards.
  - d) Organizational capability of the company with supervision plan throughout the country.
3. **Condition for Apply:** The intending bidders have to apply in their letter head pad and must submit documentary evidences as per our requirement in the Tender Document. All conditions which are mentioned in the tender document must be complied with.
4. **Place, Time and Availability of Tender Document:** Tender documents will be issued to the intending tenderer on cash payment of **Tk.3,000/-(Three thousand)** only (non refundable) on all working days from the office of the undersigned during office hours **from 25<sup>th</sup> October, 2015 to 01<sup>st</sup> November, 2015.**
5. **Earnest Money :** 2%(two percent) of the quoted amount of one month total service charge against the proposed 2175(Two thousand one hundred seventy five) Security Guards in favour of Islami Bank Bangladesh Limited in the form of Bank Draft/Pay order from any Scheduled Bank **preferably from any branch of Islami Bank Bangladesh Limited** must be submitted along with the tender without which the Tender shall be rejected outright.

6. **Receiving & Opening Date and Time:** Tender along with other supporting papers & documents will be received in the office of the undersigned **upto 03.00 PM on 02<sup>nd</sup> November, 2015** and will be opened **on the same day at 03:10 PM** in presence of Tenderer/representative(s) who may like to be present.

7. **Reservation:** Islami Bank Management is not bound to issue work order in favour of the lowest bidder and reserves the right to accept any tender and reject any or all tenders or may divide the works amongst the tenderer without assigning any reason whatsoever.

**Vice President & In-charge**